



LBP LEASING AND FINANCE CORPORATION
(A LANDBANK SUBSIDIARY)

ACCOUNT ASSISTANT (MARKETING)

DUTIES AND RESPONSIBILITIES

1. Assist AOs in identifying and profiling potential clients and maintaining lead tracking databases.
2. Coordinate client meetings, follow-ups, and business presentations.
3. Prepare loan proposals, executive summaries, and supporting documents for client applications.
4. Ensure that all marketing materials and reports are up-to-date and properly documented.
5. Monitor and track sales pipelines, client engagements, and conversion rates.
6. Conduct basic industry research to identify market trends and business opportunities.
7. Work closely with Credit Analysis Assistants and Loan Documentation Assistants to ensure smooth processing of applications.

QUALIFICATION STANDARDS

- **Education:** Bachelor's degree in Business Administration, Marketing, Finance, or a related field.
- **Experience:** Minimum 1-2 years of experience in marketing, sales support, or financial services.
- **Skills:** Strong communication skills, client relationship management, proficiency in Microsoft Office & CRM tools, data analysis, and business writing.
- **Training Requirements:** 16 hours annually in Marketing Strategies, Sales Development, and Financial Services Training.

Please note that the salary rate and level of the position may differ depending on the qualifications of the candidate.